

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

DISABILITY EXAMINER SPECIALIST, ADVANCED

DEFINITION

Performs lead-work or specialized disability examination work including bureau-wide training, quality assurance (program integrity), coordinating medical consultant services, and professional relations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Develops in-service training plans/materials and delivers new disability examiner basic training; coordinates the on-the-job phase of training with mentors and supervisors.

Reviews cases at various stages of the development process to determine if quality standards are met; provides feedback to caseworker; collects data and writes summary reports.

Performs quality reviews, special studies or performance audits for management concerning agency operations; prepares written reports of findings with conclusions and recommendations.

Serves as technical resource for line examiners, medical consultants and management on complex program issues.

Plans, coordinates, and implements a statewide professional relations program including recruiting consultative examination providers; conducting consultative examination oversight reviews; and making presentations about the disability program to interested groups; helps resolve problems and improve communication with medical community.

Coordinates medical consultant services; monitors workflow and production; assigns work; reviews work and provides feedback; answers technical program questions.

Performs lead worker duties in line operational units such as: assigning work; technical case consultation; reviewing work for timeliness, thoroughness, and accuracy; providing input to supervisor regarding employee performance; approving leave and timesheets; acting supervisor in absence of supervisor.

COMPETENCIES REQUIRED

Knowledge of the laws, regulations, policies, and procedures of the Social Security Disability Program (Title II) and the Supplemental Security Income disability program (Title XVI).

Knowledge of diseases, medical terminology, and anatomy.

Knowledge of the physical and mental demands of occupations.

Knowledge of regulations and policies governing confidentiality and the release of information.

Knowledge of basic principles of study design, data analysis, and data presentation.

Knowledge of basic principles of adult learning styles and organizational knowledge management.

Knowledge of personnel rules and procedures.

Knowledge of principles of conflict resolution.

Ability to read and understand complex information presented in writing, e.g., medical and vocational reports, rules regulations, policies, and procedures.

Ability to apply general rules to complex case-related problems and produce answers that make sense.

Ability to communicate information and ideas in writing so that less experienced disability examiners or others not familiar with the disability program will understand.

Ability to critically evaluate the work of others, to identify deviations from program policy, and to provide useful feedback in a tactful manner.

Ability to organize and manage concurrent projects with minimal supervision.

Ability to work well with others in a team environment.

Ability to handle the tasks and pressures associated with positions of leadership.

Ability to communicate complex material effectively in either one-on-one situations or in a classroom environment.

Ability to analyze data, present data in an understandable manner, and draw conclusions from it.

Ability to resolve conflict and facilitate problem solving.

Ability to represent the bureau in a professional manner in the medical community and in public settings.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university and experience equal to six years of full-time work making disability determinations in the Social Security disability program;

OR

experience equal to ten years of full-time work making disability determinations in the Social Security disability program;

OR

current continuous experience in the state of Iowa executive branch that includes experience equal to one year of full-time work as a Disability Examiner Specialist.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Education, Division of Vocational Rehabilitation Services.

Effective Date: 8/05 DF